

MINISTRY OF RURAL AND REGIONAL DEVELOPMENT

USER MANUAL

AARDO ONLINE REGISTRATION
SYSTEM

User Guidelines - Delegate

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1. INTRODUCTION

This document contains user's guidelines for registration of Delegation in "AARDO Online Registration System".

2. PRE CONDITION

Each country must receive the security code from the organizing Secretariat of 19th AARDO to access the system.

For assistance, please contact the Secretariat via email register@rurallink.gov.my .

3. ACCESSING THE SYSTEM

1. AARDO Online Registration System can be access using these following link
<https://aardoreg.rurallink.gov.my>.
- i. Launch your internet web browser. Systems are best viewed using Google Chrome or Internet Explorer 11.
- ii. Type <https://aardoreg.rurallink.gov.my> and hit **ENTER**.
- iii. AARDO Online Registration System's Homepage will be shown as below.

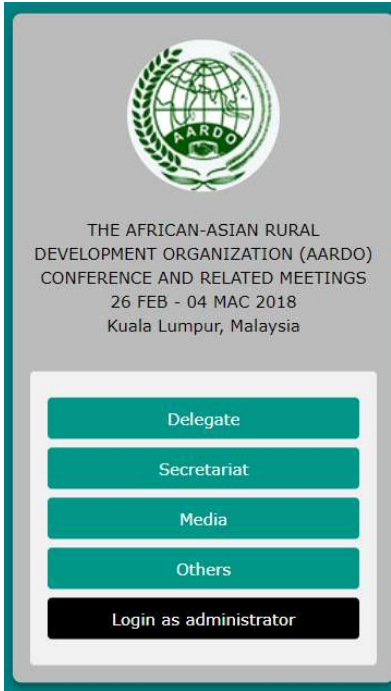




Figure 1: AARDO Online Registration System's Homepage

4. LOGIN

1. Click on  to log into system. Login page are shown as below.



THE AFRICAN-ASIAN RURAL
DEVELOPMENT ORGANIZATION (AARDO)
CONFERENCE AND RELATED MEETINGS
26 FEB - 04 MAR 2018
Kuala Lumpur, Malaysia

Delegate


Code

Login Cancel

Figure 2: Login Page

2. Key in the security code that provided by the organizing Secretariat.

Note: If you need any assistance regarding the security code, please contact the Secretariat via email register@rurallink.gov.my

3. Click on  to proceed.

- a. Once your login is successful, you will be forwarded to the main page of AARDO Delegate Online Registration System as shown below.

THE AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION
(AARDO) CONFERENCE AND RELATED MEETINGS
26 FEB - 04 MAR 2018
Kuala Lumpur, Malaysia

Welcome, JAPAN

- [Delegate Form](#)
- [List of Delegate](#)
- [Logout](#)

Filter By :

PR CODE
PR Code

NAME
Name

MYKAO / PASSPORT
Mykad No. / Passport No.

DESIGNATION
Designation

POSITION
Position

COUNTRY
Country

ORGANIZATION NAME
Organisation Name

Search Reset

0 record found. Page 1 of 1

Sorry, no record found.

0 record found. Page 1 of 1

Figure 3: Main Page

- b. Entering an invalid code will prompt you an error message. Please try to key in the code again or contact the Secretariat for assistance.

Delegate

- Invalid CODE.

Code

|

Login Cancel

Figure 4: Invalid Code

5. DELEGATE REGISTRATION

1. Menus for Delegate will be displayed on screen.



Figure 5: Menu for Delegate

- a. Delegate form
 - Delegate are required to click on Delegate form to register the delegations information.
- b. List of Delegate
 - Will list all the registered delegate for dedicated country.
- c. Logout
 - Log out from the system.

2. Click on Delegate Form to register your delegation and the following screen will appear.

Delegate Form

General Detail

Photo * No file chosen
(File format: jpg/png, size: 200kb)

First Name *

Last Name *

Title * Name to Appear on card*
(Maximum Length: 20 characters)

Gender * Male Female Date of Birth * / /

Nationality *

Organisation Detail

Country * Designation *
(Country Registered)

Ministry / Organisation Name *

Office Address *

Telephone No. (Office) * Telephone No. (Mobile) *
(eg: +6088874000) (eg: +60123456789)

Fax No Email Address *
(eg: +6088874000) (eg: email@example.com)

Position in Delegation *
(Please Choose)

Flight Information

Arrival to Kuala Lumpur (KUL) **Departure from Kuala Lumpur (KUL)**

Date / / Date / /

Flight No. Flight No.

Estimated Time of Arrival : : Estimated Time of Departure : :

Note: In the event where flight information has not been filled in the registration form, the detail must be updated in the system no later than 10 Feb 2018.

Accommodation Information (Please Choose)

Hotel

If others, please specify:

Note: We will not provide transportation from airport to hotel and return if the flight and hotel information is not complete.

Dietary and Medical Information

Dietary Vegetarian Food Allergies Please specify
 Special Dietary Need Please specify

Medical Information List ongoing medical condition: List past medical condition:

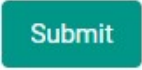
Medication Allergies Please specify

Yellow Fever Vaccination Certificate

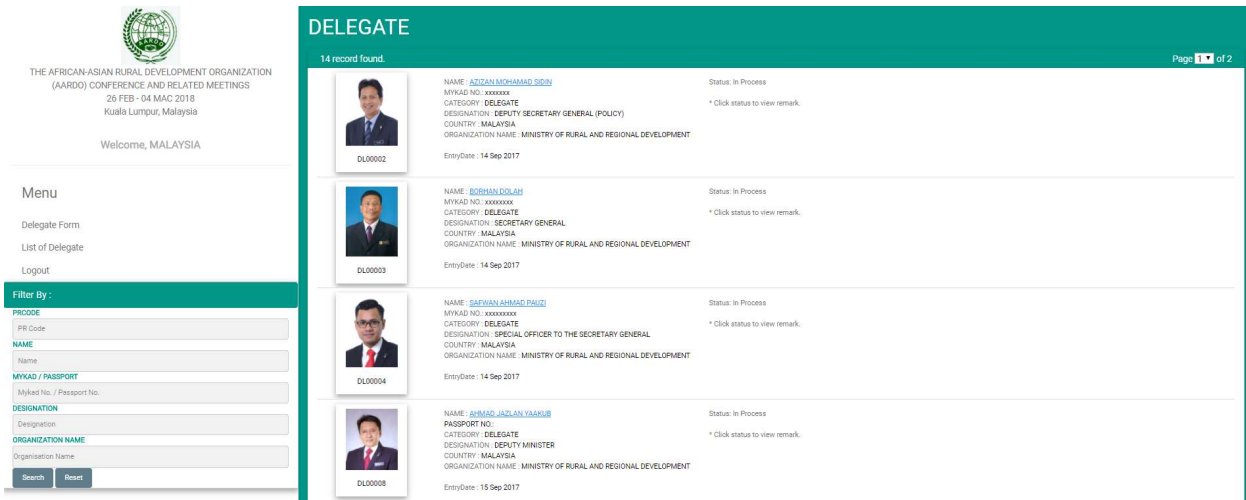
- A Yellow Fever vaccination certificate is required from all visitors or delegates (Malaysians and Foreigners) coming from or going to/through yellow fever endemic countries (As stated in International Health Regulations 2005 and Prevention and Control of Infectious Disease Act 1988). A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival to Malaysia.
- Yellow fever vaccination is also required for travelers having transited more than 12 hours through the airport of a country with risk of yellow fever transmission;
- Travelers or delegates without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia for a period not exceeding 6 days.
- The period of validity of an international certificate of vaccination against Yellow Fever will be 'lifelong', beginning 10 days after the date of vaccination. Note: "Starting in the context of international travel, the amendment to Annex 7 (1982) changes the period of validity of the related international certificate of vaccination against yellow fever, and the protection provided by vaccination against yellow fever infection under the WHO (2016), from ten (10) years to the life of the person (traveler) vaccinated. This amendment enters into force on 11 July 2016.

LIST OF COUNTRIES WITH RISK OF YELLOW FEVER TRANSMISSION

SOUTH & CENTRAL AMERICA		AFRICA	
Argentina	Angola	Central Africa Republic	Sierra Leone
French Guiana	Guinea	Mauritania	Equatorial Guinea
Suriname	Benin	Chad	South Sudan
Bolivia	Guinea Bissau	Niger	Ethiopia
Guyana	Burkina Faso	Congo	Sudan
Trinidad & Tobago	Kenya	Nigeria	Gabon
Brazil	Burundi	Côte d'Ivoire	Togo
Panama	Liberia	Senegal	Gambia
Venezuela	Cameroon	Democratic Republic Of	Uganda
Colombia	Mali	Congo	Ghana

3. Fill in the required details and click  at the bottom of the page.
4. Delegate MUST upload all documents required by system and fields marked as * are MANDATORY.
5. Once the application being submitted, a notification email will be sent to the entered email address.
6. All the registered delegate will be listed on the main page. Click on

 to view.



DELEGATE 14 record found. Page 1 of 2

THE AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION
(AARDO) CONFERENCE AND RELATED MEETINGS
28 FEB - 04 MAR 2018
Kuala Lumpur, Malaysia
Welcome, MALAYSIA

Menu
Delegate Form
List of Delegate
Logout

Filter By:

PROCODE
PR Code

NAME
Name

MYKAD / PASSPORT
Mykad No. / Passport No.

DESIGNATION
Designation

ORGANIZATION NAME
Organization Name

Search Submit





 DL00002	NAME: ZULHIKMAH BIN HAMID SIDI MYKAD NO.: xxxxxxxx CATEGORY: DELEGATE DESIGNATION: DEPUTY SECRETARY GENERAL (POLICY) COUNTRY: MALAYSIA ORGANIZATION NAME: MINISTRY OF RURAL AND REGIONAL DEVELOPMENT EntryDate: 14 Sep 2017	Status: In Process * Click status to view remark.
 DL00003	NAME: ROHANIZOLIAH MYKAD NO.: xxxxxxxx CATEGORY: DELEGATE DESIGNATION: SECRETARY GENERAL COUNTRY: MALAYSIA ORGANIZATION NAME: MINISTRY OF RURAL AND REGIONAL DEVELOPMENT EntryDate: 14 Sep 2017	Status: In Process * Click status to view remark.
 DL00004	NAME: SAIFWAN AHMAD DAUD MYKAD NO.: xxxxxxxx CATEGORY: DELEGATE DESIGNATION: SPECIAL OFFICER TO THE SECRETARY GENERAL COUNTRY: MALAYSIA ORGANIZATION NAME: MINISTRY OF RURAL AND REGIONAL DEVELOPMENT EntryDate: 14 Sep 2017	Status: In Process * Click status to view remark.
 DL00008	NAME: AHMAD JAFRI AN YAKIN PASSPORT NO.: CATEGORY: DELEGATE DESIGNATION: DEPUTY MINISTER COUNTRY: MALAYSIA ORGANIZATION NAME: MINISTRY OF RURAL AND REGIONAL DEVELOPMENT EntryDate: 15 Sep 2017	Status: In Process * Click status to view remark.

Figure 6: List of Delegate

7. Please note, in the event where flight information has not been filled in the registration form, the details must be updated in the system no later than **18 Feb 2018**.
8. We will not provide transportation from airport to hotel and return if the flight and hotel information is not complete.

Flight Information	
Arrival to Kuala Lumpur (KUL)	Departure from Kuala Lumpur (KUL)
Date <input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	Date <input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>
Flight No. <input type="text"/>	Flight No. <input type="text"/>
Estimated Time of Arrival <input type="text" value="Hou"/> <input type="text" value="Mini"/>	Estimated Time of Departure <input type="text" value="Hou"/> <input type="text" value="Mini"/>
<i>Note: In the event where flight information has not been filled in the registration form, the detail must be updated in the system no later than 18 Feb 2018.</i>	
Accommodation Information (Please Choose)	
Hotel <input type="text"/>	
If others, please specify : <input type="text"/>	
<i>Note: We will not provide transportation from airport to hotel and return if the flight and hotel information is not complete.</i>	

Figure 7: Flight and accommodation information

9. If you wish to update the registered delegate's information, click on the Delegate's

name and select on the left side menus.

10. Update all necessary details and click **Update**.

11. The organizing Secretariat of 19th AARDO will process your application and will notify you from time to time. Thank you.